

PLANS EXAMINER

GRADE: 20

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

Plans Examiner performs intermediate professional and responsible administrative work in the review of all building construction and improvement plans and permit applications. The work involves responsibility for ensuring the public safety, health, and welfare through the review of all construction documents, including plans and specifications. The incumbent verifies compliance with all applicable local and state codes. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning new and existing construction plans and code requirements. The physical demands are moderate under somewhat disagreeable working conditions. Exercise of mature judgement and discretion is required and there is latitude from making technical judgements and decisions within established guidelines of rules and regulations.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reviews, analyzes, approves, disapproves and evaluates construction plans for compliance with environmental, building, plumbing, mechanical, electrical, and fire codes, as well as Federal and State laws, zoning and other related ordinances.

- Verifies that plans submitted meet existing structural, plumbing, gas, mechanical, fire, zoning, and electrical codes.
- Provides code interpretations and permit information in response to specific inquiries.
- Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature.
- Participates in the training of assigned personnel.
- Prepares and maintains reports, records and correspondence.
- Conducts on-site inspections during construction to ensure projects are in compliance with approved plans when directed.
- Represents the City at preliminary design meetings with contractors, architects and homeowners.
- Assists homeowners and contractors with design changes required for code compliance.
- Reviews, analyzes and approves construction plans for compliance with all City codes and ordinances.
- Provides assistance, advice, interpretation, and information to permit applicants.
- Determines fees and approves permit applications for building, plumbing, mechanical, electrical and occupancy permits.
- Provides inter-agency (City and County) coordination of all permit applications.
- Reviews critical reports and certifications submitted by Architects, Engineers, owners and testing agencies during various construction phases when required.
- Reviews and performs engineering calculations as necessary to verify and determine adequacy of designs in meeting requirements of all applicable codes and standard practices.
- Keeps abreast of codes, laws and regulations affecting construction through research, publications and organizational meetings.
- Prepares correspondence, researches information using the internet and tracks permit progress using Permit Plan.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in Structural Engineering, Architecture or related field and three years experience in review of building plans. Five years of experience in the construction industry at the supervisor or above level may be substituted for the college degree. Possession of an appropriate driver's license valid in the State of Maryland. Must pass the State of Maryland Industrialized Building Inspectors exam within one year of employment. Certification by the International Code Council as a Building General Inspector and Plans Examiner required within a reasonable time as determined by the City.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the methods, materials and techniques involved in all types of building construction, repair and alteration.
- Thorough knowledge of the possible defects and flaws in building construction, of the stages in construction whereby possible defects and violations may be detected, and of effective corrective measures.
- Thorough knowledge of zoning, nuisance and safety ordinances and of building, plumbing, mechanical, fire, electrical, and gas codes and workmanship and material standards required thereby.
- Considerable knowledge of the office management and supervisory practices and procedures involved in keeping strict account of permit applications, permits and their status and overseeing other employees' work.
- Knowledge of the principles and practices of engineering as applied to the construction field.
- Ability to read and interpret all types of blueprints, working diagrams and specifications encountered, quickly and accurately, and to compare them with construction in progress.
- Ability to deal firmly but fairly and tactfully and to remain calm in dealing with developers, builders, craftsmen and the general public.
- Ability to establish and maintain effective working relationships with persons contacted in the course of the work, often while under difficult and contentious circumstances.
- Ability to convey concise and accurate explanations of various ordinances, regulations and rulings and the reasons therefor.
- Ability to gather information and prepare clear and concise reports based on an analysis of data, identifying and correcting faulty or hazardous construction plans or conditions.
- Ability to use a computer and several pre-packaged software programs.